



BEVERLY HILLS POLICE DEPARTMENT  
464 NORTH REXFORD DRIVE | BEVERLY HILLS | CA | 90210 | 310-285-2112 | 310-285-2127  
professionalstandards@beverlyhills.org

## **PERSONNEL COMPLAINT FORM**

### **How do I make a complaint?**

Complaints of misconduct or improper job performance may be lodged at any time to any member of the Department. Although a complainant will be asked to complete a “Personnel Complaint Form”, a complaint may also be filed orally, either in person or by telephone, or online. If requested, a complainant shall be provided with a copy of his/her statement at the time the complaint is filed with the Department. Complaint forms will be maintained in the public area of the police facility and be accessible through the department website ([www.beverlyhills.org/comments](http://www.beverlyhills.org/comments)).

As an alternative, citizens not wishing to file a complaint directly with the Police Department may do so with the City of Beverly Hills, Human Relations Commission, who also has the authority to receive citizen complaints.

### **What happens after I make a complaint?**

The supervisor receiving the complaint will ask the complainant to provide as much information as possible. This complaint will then be investigated thoroughly and in a timely and professional manner. The investigation will consist of taking formal statements from all persons involved and the gathering and any evidence or any other information related to the incident. Once completed, the investigation will be reviewed by a Commanding Officer who will determine a finding for each allegation of misconduct. The Commanding Officer will then make his/her recommendation to the Chief of Police who will then render a final decision concerning the disposition of the complaint. The complainant will be notified of the final decision within thirty (30) days of the final decision.

Any questions regarding the complaint procedures may be directed to the Executive Officer, Office of the Chief of Police, at (310) 285-2112 or (310) 285-2127.



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**PERSONNEL COMPLAINT FORM**

**COMPLAINANT**

Name:		
Date of Birth:	E-mail:	
Current Address:		
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Work Phone:

**INCIDENT**

Date(s) of Incident:	Approximate Time:	Case/Incident No:
Location of Incident:		
Involved Officer or Employee:	Badge Number:	
Involved Officer or Employee:	Badge Number:	
Witness:	Phone Number:	
Witness:	Phone Number:	

**STATEMENT** (Please be as detailed as possible. Use additional paper as necessary.)

Large empty box for the complainant's statement.

Complainant's Signature	Date
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Complaints of racial or identity profiling based upon race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability against the Beverly Hills Police Department may be noted on this form.

FOR OFFICE USE ONLY v7.2018

COMPLAINT RECEIVED BY: \_\_\_\_\_

DATE/TIME RECEIVED: \_\_\_\_\_



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**STATEMENT CONTINUATION SHEET** (Please be as detailed as possible. Use additional paper as necessary.)

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